

Idaho State Historical Society
Financial Services
Quarterly Report
July 2004 - September 2004
Submitted by Vi Huntsinger

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

July:

1. Reviewed June STARS reports for errors and posted corrections for final FY04 reports.
2. Barb returned to work part-time from sick leave.
3. Conferred with Ken S. regarding anticipated costs of maintaining Assay property using funds saved through discontinuance of agreement with Public Works.
4. Continued to investigate STARS grant reporting system challenges relative to reimbursable grants such as our SHPO grant. As of now, SCO staff, DFM analyst, and LBO are starting to recognize some of the issues involved and according to Mr. Tilley, DFM "It sounds like this issue has expanded outside the ISHS to one of statewide presentation in the financial statements." He has promised to keep me informed as the entities discuss the issues. As a result I postponed further efforts to initiate STARS grant reporting and concentrated on the other demands of this quarter's activities until SCO, DFM and LBO formulate a resolution to their dilemma.
5. One our primary activities this month was gathering information in preparation for preparing the FY 06 operating budget. Since occupancy of the new building is scheduled to occur in September 2005 we will require funds for one-time relocation expense, one-time equipment updates and ongoing maintenance costs starting with the FY 06 budget to replace the leasing costs currently in effect. Information was gathered internally by and from Linda Morton-Keithly, Steve Guerber, Bobbi Viker and Chris Brady as well as State Department of Administration, Risk Management etc.
6. Interviewed candidates for replacement of Teresa's position. The successful applicant, Annette Polidori was selected. She is a transfer from the Tax Commission, and assumed her new responsibilities in August.

7. Increased cash-on-hand funds at Museum for making change, (required due to increased number of patron admissions), per request from John Dadabay with approval of Ken Swanson. In response to a request by the Old Pen staff Jeanne investigated providing the Old Pen with the ability to accept credit card payments for admissions. Museum staff indicated they preferred to remain cash only. Since the State is in the process of renegotiation with the bank to provide credit card services, no credit card agreements could be set up at this time for the Old Pen admissions.
8. Submitted first series of year-end closing package reports to SCO as required and responded to questions regarding contents.
9. Jeanne and I met with State Treasurer's Office staff concerning plans for discontinuance of Rotary account services. (Due to some fraudulent activities experienced at other agencies, all rotary accounts are being discontinued for all State agencies).
10. Received word through Ann Swanson's contacts that the employee bonus declared by the State and identified to be distributed to SHPO employees from Federal funds is, (thankfully), an allowable expense to claim against the SHPO grant.
11. Reclassified, as necessary, Federal and Dedicated operating appropriation to capital appropriation to accommodate correctly recording pavilion disbursements as construction in progress.
12. Calculated SHPO projected cash spending and available match resources through September 30th to identify potential for crisis in securing adequate applicable match to qualify for reimbursement of eligible FY 04 grant expenditures. Ann Swanson started an aggressive effort to locate resources to locate match to satisfy an anticipated shortage.

August:

1. Barb set up new system for invoicing patrons for Museum and Library services and caught up with backlogged billings that had accumulated due to software glitches in the old program, out-of-service computer problems and staff vacancies.
2. Jeanne and I met with Jody and Teresa to establish procedures for recording charges and billings applicable to Raices and Lewis & Clark grants for travel exhibits.
3. Notified of declared one-time appropriation and entered the 1% bonus appropriation batch into the STARS accounting system.
4. Received guidelines for distribution of the 1% bonus, calculated and processed adjustments as necessary and prepared transactions for distribution of the additional funds to those employees designated as eligible by SCO, Division of Payroll, and Human Resources.
5. The NHPRC 2003 grant financial report was completed and sent to NHPRC headquarters.

6. Continued FY 06 budget requirements research with the assistance of Linda Morton-Keithly, Steve Guerber, Bobbi Viker, and Chris Brady and production of the required work papers continued. Despite loss of critical email messages due to overzealous spam filtering, adequate guidelines were received through alternate sources for preparation to meet deadlines for submission of the documents to SBOE for review.
7. Recalculated Cary Act grant cash balance revealing additional resources available to warrant an extension of the grant deadline.
8. Jeanne and Barb investigated the requirements for changing procedures for processing P-card charges through STARS from the Fiscal Office manual system of posting the P-card statement to utilization of the SCO P-card online application by P-card users.
9. Information was provided to Ken Swanson regarding recording Assay building current rental costs in preparation of the Department of Administration turning over the care of the property to us. We hope to provide this maintenance more economically resulting in availability of the saved funds to maintain other locations.
10. Revised lease contract for continuance of Owyhee Plaza occupancy through August 2005 in anticipation of relocation at new facility in September 2005.

September:

1. Additional budget information was provided to SBOE.
2. SCO continues to make on-line reports available and hard copy reports unavailable, shifting the report production costs to agencies budget from the SCO budget. (A trial run of just the monthly STARS reports required 3+ hours of staff time and 2/3 ream of paper). Bi-weekly payroll reports, (requires 1 ½ hours bi-weekly), and daily STARS reconciliation reports, (time dependant on quantity of transactions), are now available only on-line.
3. A P-card meeting was attended by Jeanne, Barb, Bobbi and myself at the SCO. P-card charges will soon only be processed through the on-line system.
4. Jeanne, Bobbi and I met with Steve to develop a timetable to implement Travel Express, P-card online application and on-line I-time, shifting responsibility for manual input of travel expense, P-card statement transactions and staff time sheet information from Fiscal Office to employee input of transactions on-line.
5. Updated analysis of SHPO grant spending projection and identified anticipated match deficit. Ann continues to seek matching resources.
6. Completed final SCO closing package reports and responded to relevant questions.
7. Jeanne, Bobbi, and Chris engaged in setting up parameters for implementing Travel Express, P-card on-line expense transmittal and employee I-time time sheet reporting.

Other Topic(s) Of Possible Interest:

Our project to further revise and distribute a new travel form has been replaced by the decision to implement Travel Express for employee travel reimbursement.

Projects Underway:

1. Finalize setup, procedures and training for implementation of Travel Express, online P-card processing, and employee I-time payroll processing.
2. Respond to additional budget package inquiries from DFM & LBO.
3. Prepare trend analysis or other reports as required by LSO.
4. Continue investigation of grant reporting through STARS. Iron out problems, set up procedures, and implement training as necessary as soon as issues are resolved concerning the expectations of LBO, DFM and SCO.
5. Prepare Fringe Benefit Calculation for year starting January 2005.
6. Review equipment disposal and addition records and update SCO-FAS
7. Update grant and special project reports and request grant funds.
8. Prepare indirect cost report based on FY04.
9. Check on State's progress in completing renegotiation of contract with bank to accommodate Old Pen's request for ability to accept credit card payments for admissions to enhance the convenience of patrons and to reduce necessary cash volume of cash on hand required for change and the risk associated with excess cash in deposits.

Personnel:

Barb is still slowly recovering from her illness and not quite able to return to full-time attendance. The workload in the Fiscal Office has been redistributed to allow Barb to train Annette and provide time for Jeanne to include the Travel Express, P-card and I-Time conversion projects in her schedule as I tackle year-end close reports, budget preparation, grant spending and match issues, and salary adjustment calculations and transactions.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.